UNITED STATES GC ʔNMENT

2-*Way* *M*emo

Subject: Request for VIP Visitor Parking and
Candy-Stripe Badges for 11 February

●   ●

From : Chief, Headquarters Security Branch, PSD/OS
Chief, Receptionist

DATE OF MESSAGE	ROUTING SYMBOL
8 Feb 83	

SIGNATURE OF ORIGINATOR   STAT

Secretary to D/ODP

FOLD ———————————————————— FOLD

INITIAL MESSAGE

1. Listed below are visitors coming to Headquarters for a meeting with
   D/ODP, on Friday, 11 February 1983 at 2:00PM in rm. 2D00.

NAME	COMPANY
	NBI
	NBI

2. Parking: VIP Visitor Parking Lot in front of main entrance.

3. Badges: Please issue candy-stripe badges, call [　　　] for escort.   STAT

4. Thank you.

REPLY MESSAGE

(PURPOSE: TO MEET: SOME INVENTORY IN TERMS OF WORD PROCESSING
EQUIP.; WHAT DIRECTION HE WANTS TO TAKE.ETC.)

DIST:
Orig - C/HSB/PSD/OS
1 - C/Receptionist
(1) - ODP/LIAISON:Private Industry (General)
1 - ODP/XXXXXXX EQUIP&SUPS:Word Processing
1 - ODP/SECURITY:General

●   ●

To : [　　　　　　　]
➤   O/D/ODP
2D00 Hq Bldg

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	

STAT

5027-106

2. TO BE RETURNED TO ORIGINATOR *(Receiver)*

OPTIONAL FORM 27 (Rev. 7-77)
GSA FPMR (41 CFR) 101-11 6